

# Learning 24/7 1-1 Laptop Program

## Introduction

Parkwood Secondary College is excited to announce its 1-1 Laptop Program for Year 7 students in 2011. In continuing our exemplary record of offering the best possible ICT opportunities for all our students, the College has developed a plan that will assist students to succeed in their educational aspirations.

Combining unprecedented eLearning opportunities with excellent teaching and learning practices as well as innovative curriculum design, Parkwood Secondary College will present an educational package that takes advantage of all opportunities available to the modern secondary school student.

*"In today's technology-rich environment, integrating ICT into teaching and learning will better equip young people with real skills for the future."*

*"Technologies that facilitate the co-creation of knowledge or those that encourage self discovery and personalised learning opportunities are especially valuable in providing stimulation and creativity to all learners. Using these, students and teachers can access new knowledge, communicate with experts outside the school and tap into resources across geographical boundaries, as well as collaborate with parents and the local community."*  
[www.education.vic.gov.au](http://www.education.vic.gov.au)





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# Educational Plan

As part of our planning for this innovation we have developed an 'Educational Plan' for 1-1 Laptops. This plan will be adopted by all staff teaching year 7 at Parkwood Secondary College and some relevant sections are provided below to assist parents in understanding the rational and implementation of this program.

## RATIONALE:

- To ensure that our College offers the best possible elearning program available using resources at our disposal. The purpose of this is to ensure our students are not only receiving the best possible preparation for their senior educational years, but are also presented with the opportunity to develop ICT skills which are essential for success in the modern world.
- This includes not only the ability to use wireless devices in class times, but also the ability to adapt to changes in society, driven by advances in technology. This includes developing confidence in their personal use of technology by providing personal access TWENTY FOUR hours a day 7 days a week.

## IMPLEMENTATION:

- College purchases computers on a 1-1 basis, enters into an 'agreement' with parents at Parkwood Secondary College on a twice yearly schedule over three years.
- Where appropriate and practical, replace much of our current booklist with ICT based media rich 'eBooks' that will enhance and engage students in our existing curriculum.
- Staff will review their current curriculum in all areas and ensure students are engaged through the use of innovative and up-to-date ICT rich teaching practices.
- Develop and expand curriculum sharing practices through the use of our online Learning Management System (LMS) (Moodle) and the Utranet. This will further enhance student reporting procedures.
- Deliver as much curriculum as practical through the LMS and Utranet enabling students 24/7 access to their studies.
- Incorporate the use of Web 2.0 and ICT tools into existing curriculum.
- Provide students with a range of methods to present their learning , encouraging where possible the use of multimedia rich ICT methods to communicate.

## Potential Uses of ICT in the Classroom

ENGAGE	EXPLORE	EVALUATE	EXPLAIN	ELABORATE
<p>Utilise ICT at the introduction of each topic to engage students in subject area. Examples would include:</p> <ul style="list-style-type: none"> <li>Clickview</li> <li>Online Mind Map</li> <li>Internet based research</li> <li>Directed online media such as You-tube, Google video, teacher tube etc.</li> <li>Digilearn activities.</li> </ul>	<p>Use eLearning activities to foster students' exploration of set topics. This includes developing their own lines of questioning and supporting this through clear documentation using ICT tools such as:</p> <ul style="list-style-type: none"> <li>C-Map</li> <li>Online Timelines</li> <li>Online tools and</li> <li>Work sheets.</li> <li>Guided internet research and use of high speed broadband</li> <li>24/7 access to College Moodle and Utranet</li> </ul>	<p>Use of 1-1 devices for students to present their gained knowledge using a variety of engaging and innovative methods. These could include:</p> <ul style="list-style-type: none"> <li>Making of videos/animations</li> <li>Podcasts</li> <li>Presentations</li> <li>Website design</li> <li>Blogging</li> <li>Use of ICT to organise information clearly, for example use of web2.0 tools or MS Powerpoint</li> </ul>	<p>Use of ICT to generate new forms of communication between students and staff on both a peer-peer and assessment level. This would include:</p> <ul style="list-style-type: none"> <li>Use of forums and subject based WebPages</li> <li>Use of Moodle and the Utranet to communicate and via email .</li> <li>Use of Blogs and commenting features to provide feedback.</li> <li>Generate and encourage methods of ongoing feedback</li> </ul>	<p>Develop methods of reflection for all students to record their own progress and identify strengths, areas for improvement, and future learning goals, that are supported by access to 1-1 ICT devices. This includes:</p> <ul style="list-style-type: none"> <li>Online journal entries.</li> <li>Development and completion of Personal</li> <li>Learning Rubrics</li> <li>Use of Blogging and journals as a form of peer assessment and digital record keeping, including work samples.</li> </ul>

# Laptops 2011

Our College team has evaluated all the possible devices against our educational needs and have decided on the following product, or equivalent.

Lenovo L412



The current specifications are:

Intel core 2 duo T5780

2GB RAM

160GB HDD

14" display

3yr NDB onsite warranty

Please note:

Lenovo and the Department of Education and Early Childhood (DEECD) are currently in the process of updating their list of notebooks for 2011. We aim to purchase the latest technology that is available and equivalent to this model.

By ensuring that every student has this model laptop through the College, we can tailor the best possible educational program for your child, and also provide support that will ensure the minimum possible downtime for all participants.

## Some Additional Information About Your Unit

### *N Wireless Capability*

All units will be capable of using N Wireless channel. In layman's terms, this enables the College to expand the use of available bandwidth when providing Network/Internet access to wireless devices. It will assist the College in providing constant, speedy connection to the increased number of devices that will be in use from the beginning of 2011. This move is in line with the Education Department's wireless upgrades.

### *Swap Units*

The College will provide a bank of 'Swap Units' for cases where the unit is required to be returned for repairs. When students bring their laptops to our service desk and it is deemed appropriate to return them for service, they will receive a 'Swap Unit' to loan whilst their own unit is repaired. This will incur no extra cost and will ensure that student's school work will not be interrupted by manufacturing faults.

### *Warranty and insurance*

The laptop is covered by a comprehensive warranty agreement. This includes **accidental** damage and the battery. This is a three year agreement and is included in the price of the unit. In the event that the laptop is lost or stolen a \$300 excess charge will apply.

# Parent Contribution

In order to sustain this program and the increased workload it will create within the College, we have devised the following parent contribution scheme. It is based on a 3 year model that will ensure all students can receive the best support for both hardware and educational needs, whilst taking advantage of the opportunities that access to a computer on a 24/7 basis will provide.

This agreement includes allowances for the following items:

- Basic Unit
- Protective sleeve
- College Logo Skin for easy identification
- Technical support at school
- Imaging/Service Agreement with the College
- Inclusion of School Software in the imaging process
- A charger
- Insurance for theft or lost device (\$300 excess)

The payments are as follows:

- 2010 November \$90
- 2011 February payment \$90 and semester 2 payment \$180
- 2012 semester 1 payment \$180 and semester 2 payment \$180
- 2013 semester 1 payment \$180 and semester 2 payment \$180

*Please refer to the following link. It is likely that you will be eligible to claim the costs of 'Parent Contributions' back during your tax return. Please contact the Australian Tax Office on 13 28 61 for further assistance.*

[http://www.ato.gov.au/individuals/content.asp?doc=/content/00174278.htm&page=14#P164\\_15554](http://www.ato.gov.au/individuals/content.asp?doc=/content/00174278.htm&page=14#P164_15554)

## Support and Service Provision

To maintain and service the increased number of devices that this will bring to our College, we have designed a process that will provide the best possible outcomes for all students. The following explains the process as it will occur from the beginning of the school year 2011.

### Training

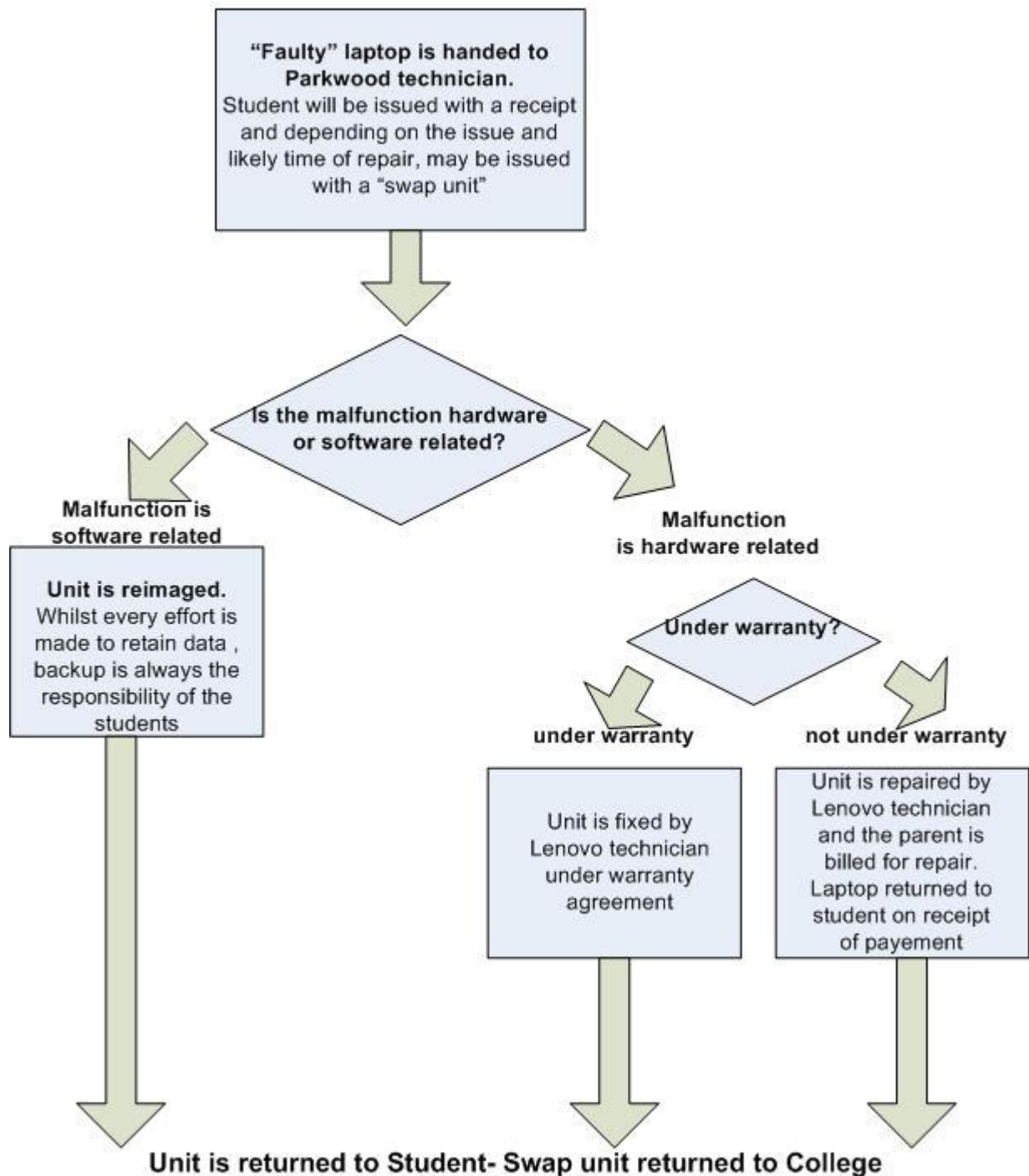
When receiving laptops at the beginning of 2011 all students and parents will be required to attend some training sessions that will assist in the care and basic use of your laptop. By spending this time to familiarise you with the particular product, we would expect to minimise the number of disruptions that may occur during the school year. The first training session will be on February 7<sup>th</sup> and further dates will be advertised during the school year and will be essential for all year 7 members of the College community. They will cover topics such as the following:

- Caring for your laptop
- How to log in at home
- Setting up for your home network (Basic Guide)
- Basic programs that we will use for teaching and learning
- Cyberbullying

### Service Malfunctions 2011

From the beginning of 2011 Parkwood Secondary College will offer a 'Laptop Service Desk'. This 'Desk' will act as the central point for all enquiries and service requests in regards to the College Laptop Program. The desk will be manned during school hours by the technicians trained to deal with the Laptop 1-1 Program. Students should report to the 'Laptop Service Desk' with all malfunctions. It is important to note that whilst the College will endeavour to have all laptops returned within a 3 day period, there will be times where, due to sourcing of parts and service demand, this may not be possible. In these cases students will still retain their 'Swap Unit' until their own laptop is returned.

## SERVICE PROCESS FOR LAPTOPS



Parents contacted to be advised of services rendered  
All paperwork is sent to parents and a copy filed at the College.

# Images and Re-Imaging

Each year the College will re-image all student laptops. The purpose of this will be to ensure all software is updated and to remove any unwanted / unnecessary software for the coming year. This will take place in Term 4 on a class by class basis and will result in laptops for those students being unavailable for a short time. (We would hope the process would take less than 3 days).

Before this process it is essential that **students make backups of any files they wish to keep** that are located on their laptops. The College will take no responsibility for lost data during this re-imaging. laptops will be returned to students once payment has been received for the following year.

The basic image will be constructed as follows:

- Image: Microsoft Windows 7, Microsoft Office

Plus AT LEAST the following

- Audacity
- Kahootz
- Adobe CS4 Master Collection
- Crazytalk
- Scientific Calculator Software
- Google Sketchup

*All enquiries regarding laptop services, swap units, repairs and software issues should be directed to the technician in charge.*

## What will happen in the classroom?

For the past 10 years Parkwood Secondary College has been preparing curriculum resources and teaching and learning approaches that are tailored to cater for the students in the 21<sup>st</sup> Century. We understand that the resources and skills required by our current and future students are rapidly developing with the rest of the technology rich world. In order to cater for this we have been training all staff in the integration of technology into their classrooms. The 1- 1 Program will finally ‘close the gap’ and ensure that our students are receiving an outstanding eLearning rich experience. We have prided ourselves on being leaders in eLearning and this program will further enhance our ability to deliver the most up to date, student centred curriculum possible.

This Program will offer our students the following:

- 24/7 access to learning resources via our Learning Management System (Moodle) and the Ultranet.
- Access to multimedia software that will engage students in topics and provide opportunity for greater synthesis of knowledge and deeper levels of thinking.
- Access to web resources on a 1-1 basis.
- Provide opportunities for staff to develop more individual learning programs through the use of Moodle, Ultranet, Mathletics and other online resources.
- Access to communication technologies that will enhance and improve interactions between staff and students.
- Access to web 2.0 technologies.
- Access to multimedia resources such as our online video library Clickview as well as digital study notes
- Access to ‘eBooks’ containing valuable teaching resources including videos, online demonstrations, practice tests and animations to assist with student understanding of specific curriculum concepts.

# FAQ

## ***The Dates You Need To Know***

- Information Sessions Monday 25th October 2010
- First laptop instalment (\$90) due Wednesday 24th November, 2010
- Second laptop instalment (\$90) due Monday 7th February 2011
- Laptops allocated during the Introduction Evening Monday 7th February
- Third laptop instalment (\$180.00) due Friday 22nd July 2011

**1. Can my child access the Internet in every class?**

*Yes, we have made significant upgrades in our wireless infrastructure to cater for the increase in wireless devices.*

**2. How will I access internet for Home?**

*Parents will need to purchase or use the current plans for home.*

**3. How long will the battery life be?**

*The battery life in the laptops offered ranges from 2-4 hours. **Students will be required to bring their laptops to school fully charged every day.***

**4. Can my child retain the laptop if they leave the school?**

*Laptops belong to the school for the three year period. If a student leaves the school the laptop will need to be returned with all packaging and accessories. If packaging is lost a fee may be applicable*

**5. Can my child bring another laptop to school?**

*No, Parkwood Secondary College will only provide support and access to laptops provided through this program. Access to college software and wireless facilities are only available to school owned computers*

**6. Can my child take the laptop home?**

*Yes. Payment of the contribution allows the student to use the laptop at home.*

**7. What happens if the laptop is stolen?**

*If a laptop is stolen, all efforts to retrieve the device will be made. The student will be issued with Swap Unit until this process is complete if they have exercised appropriate use of laptop. If unit retrieved it will be checked for content and use before return to student. If not retrieved a replacement laptop will be organised with parents.*

**8. Who is responsible for home configurations?**

*The laptop will be configured so it can be used at home and Parents are ultimately responsible to check content downloaded at home and to ensure appropriate use. Only legitimate software (non pirated) may be installed. If any problems occur the system will be re-imaged. Care should be taken not to overload the system so the laptop remains a useful and effective learning tool.*

**9. Do I need to keep the original packaging and contents?**

*Yes.*

**10. When will it be delivered?**

*The Laptop will be delivered in second week of the 2011 school year before the year 7 school camp. This will occur on the training / information night on Monday 7<sup>th</sup> February.*

**11. Will my child's laptop have Virus protection on it?**

*Anti virus software is installed as part of the imaging process and will be updated via the network.*

**12. What happens if my laptop is damaged?**

*Any damage, however small needs to be reported to the technical support team. If it is covered by the warranty it will be repaired at no cost to you. In the interim a swap unit will be available for use at the school.*

**13. Where can I use my laptop?**

*Your laptop may be used in the classroom or in the library. laptops will not be used outdoors during recess and lunchtime.*

# SAFE LAPTOP USAGE

## Recommended practices for using laptops

To reduce the risk of injury, laptops must be used correctly. Get into good habits before the aching starts as neck, shoulder and back problems build up over time. Some simple solutions include:

### Chair

- Wherever practicable adjust the height of your chair to use the keyboard and mouse. After making this height adjustment if your feet cannot be placed flat on the floor, use a footrest. This encourages good posture, enables proper sitting height, avoids pressure placed on the back of the thigh and promotes circulation.
- Adopt a good sitting posture with lower back support.

### Mouse

- Instead of using the small constricted touchpad or trackball, you may choose to use an external mouse (if available).
- Place the mouse on the side of the hand that is most comfortable. This places the arms in a neutral and relaxed position and prevents overreaching and twisting of the shoulder, arm and wrist.

### Keyboard

- Do not pound the keys. With laptops, the touch is often lighter and the keyboard bed is shallow.
- Position the keyboard so that your forearms are parallel to your thighs when your feet are flat on the floor. This helps maintain blood flow in the hands and arms and decreases muscle strain and tension.
- You may choose to use an external keyboard where possible (if available).

### Monitor

- Centre the monitor in front of you at a comfortable viewing distance from the screen. This places the body in a neutral position.
- Position the laptop to minimise reflective glare from overhead, windows or surrounding light sources.
- Adjust the screen so that the top is at eye level. This will reduce the need to bend your head forward and encourage the use of the eyes, instead of the neck, to adjust the line of vision.
- Clean the screen regularly; dust on the screen can make it difficult to read and increase eye strain.

### Work area

- Never place a laptop on your lap. It is hot, uncomfortable and potentially dangerous to your health.
- Ensure adequate space is available and other regularly used equipment is within reach.
- You may choose to use a document holder (if available). Place it in front or next to the monitor. This prevents neck and eye strain.
- Create a surface that allows for the following body positioning while typing and using a mouse:
- Shoulders relaxed, not elevated or “shrugged”
- Upper arms hanging by sides
- Right angle at the elbow
- Forearms, wrists and hands in alignment—no bent wrists
- Fingers resting lightly on keys.
- Change position occasionally; sitting in one position for an extended period of time can interfere with circulation.

### Take breaks

- Incorporate breaks every 20–30 minutes to rest eyes, stretch hands, muscles and joints; and to break up repetition and static postures.

## Transporting the laptop

When carrying a laptop:

- Use only the supplied sleeve
- Use the Parkwood school bag provided and fit the sleeve (containing laptop) towards the back of the pack. The school bag needs to be properly fitted and evenly distributed.
- When placing the laptop in a vehicle (or putting it down anywhere), set the weight down close to the body. Avoid reaching across a car seat or deep into the trunk while holding the weight of the laptop.

## Spinal health

- To ensure you are able to take part in the things you enjoy, it is important to take care of your back. Tips to help keep your back healthy:
- A backpack carried over both shoulders is the best choice for carrying a load to ensure the weight is evenly distributed.
- Pack your backpack so that the heavier objects are placed nearer to your back, with the lighter objects towards the outside.
- Make sure your backpack fits properly. When you sit down with your pack on, it should not extend higher than your shoulders.
- When lifting your backpack, face it, bend at the knees and lift the pack with both hands while straightening your legs. Place the straps over your shoulders one at a time.
- Only carry items that are necessary. If you have a locker, use this to help lighten the load you have to carry during the day.
- When carrying a heavy load over a long distance, take regular breaks to avoid fatigue. Fatigue increases the risk of injury.
- If you sit for long periods of time, ensure that your bottom touches the back of the seat.
- Take regular breaks when you've been sitting for a long time, briefly move around and/or stretch every hour or so.
- Try to do as much physical activity as possible. When you participate in vigorous activities such as swimming, jogging, etc, ensure that you warm up and stretch before and after.
- If you participate in contact sports, it is important that your neck and spinal muscles are in good condition to help prevent injuries. Regular fitness and skill training are essential in reducing the incidence of injury.

